

# Humble Christian School

## Category #/Title: 1 - Board Of Directors Activities

### Policy Title #/Title: 1.3 - Open BOD Meeting Parent Comment

Approved: April 28, 2008

Revised: N/A

Next Scheduled Review: TBD

---

#### Reason for Policy (Required)

---

- To implement procedures and policies that ensure orderly, effective and efficient open session School Board of Director (BOD) meetings that enable the BOD to obtain valuable parent input, from all parents, into the decision making process while still timely completing the needed decisions that must be made to direct the School.
- 

#### Procedures and Responsibilities (Required)

---

1. Purpose of parent Comments
  - a. BOD members encourage parent involvement and will listen to parents' views and problems concerning School matters. Patrons are asked first to go through regular School channels. This may include a visit with the child's teacher and the School principal. Most problems are resolved at that level. The School BOD is the final level of appeal. However, if the action taken by the School staff is consistent with BOD/School policy, it is not appropriate for the Board to substitute its judgment for that of the School administrator and staff authority.
  - b. No person may initiate charges or complaints against individual employees or students of the School at a public meeting. BOD discussion of personnel matters (students and employees) will take place in closed session only. Any complaint should first be directed to the appropriate teacher or administrator before bringing it to the BOD.
2. Scheduled parents comments to the BOD
  - a. Parent should submit that request to the Chairman and Secretary of the BOD via the BOD email (board@humblechristianschool.org) or other contact at least 7 days before the meeting so adequate meeting time can be allotted. This request should include an outline of what will be presented and expected time needed. (Note that the BOD meets the second Monday of each month at 6:30 PM unless otherwise communicated)
  - b. Upon arrival for the meeting where comments will be presented, check in with the BOD secretary to confirm your presence and give the BOD any handouts you may have.

## Humble Christian School

- c. Approved addresses to the BOD by parents will be the first items on the agenda after opening prayer and meeting administrative business is completed.
  - d. The comments should stay within the allotted agenda time.
  - e. The BOD will listen to the speaker without making comments or answering questions. The BOD may elect to respond to comments either by directing further communication through the HCS staff administration or by placing the topic on a future BOD agenda.
3. **Unscheduled parent comments to the BOD**
- a. The BOD will place a general open comment section on the agenda after other scheduled agenda items with an allotted time. The BOD may also decide to solicit comments on particular topics and can include specific topic open comment sections on the agenda with an allotted time.
  - b. A parent may speak to the BOD if he has not submitted a request in the open comment section of the BOD agenda either on a particular topic or the general open comment section.
  - c. No person will speak for more than 3 minutes, unless the Chairman waives the time limit. This is to prevent monopolizing all the comment time.
  - d. The BOD will limit the total amount of time devoted to comment on a single topic and time devoted to general open comments. When that time limit is reached, the Chairman will end further comments on that topic so other business can be completed in a timely fashion.
  - e. The BOD will listen to open comments without making comments or answering questions. The BOD may elect to respond to comments either by directing further communication through the HCS staff administration or by placing the topic on a future BOD agenda.
  - f. All comments should be made with respect to all individuals and in Christian love, placing others' needs before your own. Any person making comments that the BOD deems to be hostile, derogatory, spiteful or in conflict with a Christ-like attitude will be asked to leave. (Phil. 2:3-5, 1 Corinthians 13:4-7)
  - g. Speakers may only address the BOD as a body. They are not to address, ask questions of or answer questions of other parents in attendance.
  - h. Undue interruption or other interference with the Board of Directors meeting is not allowed. If behavior is disruptive or in violation of the rules within this policy, the person will be asked to leave the meeting.
4. **Presentation format**
- a. Speakers to the BOD will be asked to approach the BOD table area and sit directly in front of the BOD to ensure that all comments can be heard by BOD members.
5. **BOD action**
- a. The BOD will make decisions and act only on those items on the agenda. The BOD may not act on items not listed on the published agenda, except in the event of an emergency. This is to ensure proper time for due diligence and prayerful consideration before making decisions that impact the School.

# Humble Christian School

## Related Statutes, Policies, or Requirements (Required)

---

- See HCS Closed Session BOD meeting policy
  - See further BOD meeting rules in HCS bylaws 6.0-6.3
- 

## Definitions (Optional)

---

- N/A
- 

## Appendix (Optional)

---

- N/A
- 

## Policy Owner/Contact (Required)

---

- HCS Board of Directors